

INVENTORIES

Proponent For Inspection: DOL

Point of Contact: _____

Unit Inspected: _____

Date of Inspection: _____

Unit Representative: _____

Unit Phone No.: _____

Inspector's Name: _____

Inspector's Phone No.: _____

Unit Overall Rating: T P U

REFERENCES: a. AR 710-2, 31 Oct 97 b. DA Pam 710-2-1, 31 Dec 97

STANDARDS: "T"= 90% success rate of evaluated tasks with no failed critical tasks. "P"= 70% success rate of evaluated tasks with no failed critical tasks. "U"= less than 70% success rate of evaluated tasks or one failed critical task.

INSPECTION CRITERIA	LEVEL	GO	NO GO	REMARKS
1. Has the officer responsible for the unit's property ensured that cyclic inventories were conducted and the results recorded on a memorandum? (DA Pam 710-2-1, Para 9-6)	ALL			
2. Are results of the responsible officer inventories kept on file? (DA Pam 710-2-1, Para 9-6)	ALL			
3. When the PBO changes, is a joint inventory of all property not issued on hand receipt accomplished? (DA Pam 710-2-1, Para 9-7)	ALL			
4. Are change of hand receipt holder inventories being conducted before the new hand receipt holder assumes responsibility for the property? (DA Pam 710-2-1, Para 9-3)	ALL			
5. Prior to inventories, are hand receipts adjusted and reconciled with the property book? (AR 710-2-1, Para 9-3)	ALL			
6. During the annual property book inventory, does the PBO inventory all property not issued on hand receipt? (AR 710-2-1, Para 9-8)	ALL			
7. Are the results of the annual inventory recorded on a memorandum, signed by the PBO with the original filed by the PBO and a copy forwarded to the commander? (AR 710-2-1, Para 9-8)	ALL			
8. CRITICAL Does the unit conduct a physical count/serial number inventory of all weapons and ammunition monthly and not twice consecutively by the same individual and not by the unit armorer? Are the results of the inventories recorded on an informal memorandum? (DA Pam 710-2-1, Para 9-10)	ALL			
9. Are serial numbers verified against the property book? (DA Pam 710-2-1, Para 9-10)	ALL			
10. Are weapons and ammunition inventories being conducted when the custody of the arms storage facility keys is transferred between authorized persons? Are results being recorded on DA Form 2062 or an informal memorandum? (DA Pam 710-2-1, Para 9-10)	ALL			
11. CRITICAL Are all sensitive items kept by the using unit inventoried monthly by serial number and the results recorded on a memorandum prepared for the responsible officer's or P signature as appropriate? (DA Pam 710-2-1, Para 9-10)	ALL			
12. Does the responsible officer ensure basic and operational loads of Class 1, 2, 3 (packaged), 4, and 8 supplies are inventoried semiannually to verify authorized stockage levels are maintained, items are on hand or on order, and on hand assets appear to be serviceable? (DA Pam 710-2-1, Para 7-5 thru 7-7)	ALL			
13. CRITICAL Do Bulk Fuel Point operators conduct an inventory of fuel in bulk storage tanks and compare the results to receipts and issues to determine if pilferage or leakage has occurred at the end of each day or end of the week if no activity has occurred? (DA Pam 710-2-1, Para 12-21)	ALL			
14. Is a monthly inventory of Bulk Fuel conducted to verify that on-hand quantities support all issues and receipts for the month? (DA Pam 710-2-1, Para 12-21)	ALL			
15. Is a DA Form 5831-R (Petroleum Product Inventory Control Sheet) maintained and compared daily against issues to identify shortages/overages? (DA Pam 710-2-1, Para 12-27)	ALL			
REMARKS AND FINAL COMMENTS:				